

# City of Chicopee, Massachusetts

## Office of the City Clerk

Keith W. Rattell  
City Clerk

Jan Lee Nash  
Assistant City Clerk

City Hall - 17 Springfield Street - Chicopee, MA 01013

Tel: (413) 594-1466 Fax: (413) 594-1469

[www.chicopeema.gov](http://www.chicopeema.gov)

TO: William M. Zaskey  
President, Board of Aldermen

C: Board of Aldermen

FROM: Keith W. Rattell  
City Clerk

DATE: May 1, 2008

RE: Aldermanic Minutes from the April 15, 2008 Meeting

Attached are the minutes of the roll call sheets from the April 15, 2008 Aldermanic Meeting.

Additionally, the Audio version of this meeting is on file in my office if any questions arise, or if you need to make a copy of this tape.

# CHICOPEE, MASSACHUSETTS

April 15, 2008

\*MEETING OPENED BY PRESIDENT ZASKEY AT 7:18 P.M.

## PUBLIC INPUT

John Sypek, 312 Montgomery Street, No senior center yet,  
Montgomery Street in disrepair

Melvin Brown, 56 Roy Financial order #1

KEITH W. RATTELL  
CITY CLERK

TILLOTSON

- 17 BE IT ORDAINED by the Board of Aldermen of the City of Chicopee as follows:  
that Chapter 260, as amended on February 21, 1995, be further amended by  
ADDING TO the following in schedule:

Parking Regulations

Springfield Street

In front of 111 Springfield Street for a  
Distance of 20 feet in a southerly direction  
To the driveway of the Community Church.

**PARKING PROHIBITED HERE TO DRIVEWAY**

**ZASKEY**

- 18 BE IT ORDAINED by the Board of Aldermen of the City of Chicopee as follows:  
that Chapter 260, as amended on February 21, 1995, be further amended by  
ADDING TO the following in schedule:

Parking Regulations

Church Street

In front of 71 Church Street for a distance of  
100 feet from the corner of Walnut Street

**30 MINUTE PARKING Monday-Friday 8AM-5PM**

**ZASKEY**

- 19 An Application for a NEW Home Occupation License at 299 Columba Street  
for the purpose of doing Chimney Service.

Applied for by Nicholas Doup  
299 Columba Street

- 20 A Renewal of a Pawnbrokers License at 1098 Chicopee Street.

Applied for by Money Stop  
Richard Fiske  
9 Michael St, Ludlow, MA

- 21 A Renewal of a Junk Dealer's License at 1098 Chicopee Street.

Applied for by Money Stop  
Richard Fiske  
9 Michael St., Ludlow, MA

- 22 A renewal of a Hawkers and Peddlers License for selling Farm Vegetables when in season at various locations.

Applied for by Frank Soltys, Jr.  
100 Lombard St., Chicopee

23-29 Renewal's of Home Occupation Licenses

Jane Gwozdzik	105 Tolpa Circle
Debra Pelletier	12 Kane Drive
Jan L. Lockhart	59 Wilmont Street
Renee Simone	71 Mary Street
Sherry Ann Narreau	67 Davenport Street
Bright Ukandu	211 Poplar Street
David J. Condino	123 Melvin Street

ATTEST:



Keith W. Rattell, City Clerk

Roll Call at: 7:18

Adjourned at: 9:03

Meeting Date: 4/15/08

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13

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12

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		4		3		4		3		2		9		7		13		5		12	

P.H.V.

Roll Call at: 7:18

Adjourned at: 9:03

Meeting Date: 4/15/08

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A. PASS	4	5	10	8	6	3	2	9	7	5
B. REFER TO	Same Course	A	A	A	Rec. and donation accepted into the Fire Dept account	Rec. and Ch 64 deleted from the city ord.	A	A	A	A
C. LAY ON THE TABLE										
D. TAKE FROM COMMITTEE										
E. ADOPT										
F. GRANT	MO-LF7	MO-LF8	MO-LF9	MO-LF10	MO-LF11	MO-LF12	MO-LF13	MO-LF14	MO-LF15	MO-LF16
G. DENY										
H. ADJOURN										
ALDERMEN	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
1. Zedek, William M. Pres	X		X		X		X		X	
2. Brooks, Shane D.	X		X		X		X		X	
3. Gentreau, Jean T.	X		X		X		X		X	
4. Tilloson, James K.	X		X		X		X		X	
5. Zygarowski, Robert J.	X		X		X		X		X	
6. Brunetti, Dino A.	X		X		X		X		X	
7. Snyder, Charles	X		X		X		X		X	
8. Vieau, John L.	X		X		X		X		X	
9. Krumpal, Jr., Fred T.	X		X		X		X		X	
10. McLellan, Timothy S	X		X		X		X		X	
11. Moreau, George R.	X		X		X		X		X	
12. Demers, Donald G.	X		X		X		X		X	
13. Becht, Ronald	X		X		X		X		X	





Roll Call at: 7:18PM

Adjourned at: 9:03PM

Meeting Date: 4-15-08

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		4		4		3		3		3		13		4		4		4		3	
A. PASS		Rec. and Ord. defeated based on City Engineer	Rec. and Ord. defeated based on City Engineer	Rec. and 2 proposals E	Accepted E amended by #4 to B to the zoning committee	Rec and refer to the zoning committee for public hearing	Rec'd and sent to DPW for implementation	Approved and B to Atty. and Ord. Committee	1st reading and B to the Ord. Committee	1st reading & B Ord. Committee	Rec'd and B to the zoning committee										
B. REFER TO																					
C. LAY ON THE TABLE																					
D. TAKE FROM COMMITTEE																					
E. ADOPT																					
F. GRANT																					
G. DENY																					
H. ADJOURN																					
ALDERMEN	11	12	P.H.V A-LF 1	P.H.V. 13	P.H.V. 14	P.H.V. 15	P.H.V. 16	P.H.V 17	P.H.V. 18	19											
Zaleski, William W. Pres	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO									
2. Brooks, Shane D.	X		X																		
3. Conner, James J.	X	X																			
4. Tiltonson, James K.	X	X																			
5. Zygorski, Robert J.	X	X																			
6. Brunetti, Dino A.	X	X																			
7. Swider, Charles	X	X																			
8. Vicari, John L.	X	X																			
9. Kumpke, Jr., Fred L.	X	X																			
10. McLellan, Timothy S	X	X																			
11. McLean, George R.																					
12. Demers, Donald G.	X	X																			
13. Beane, Ronald	X	X																			
	12	12																			

**Meeting Date:** 4-15-08

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# City of Chicopee, Massachusetts

## Department of Planning & Development

City Hall Annex - 274 Front Street - Chicopee, MA 01013

Tel: (413) 594-1516 Fax: (413) 594-1514

www.chicopeema.gov

CITY CLERK'S OFFICE  
CITY OF CHICOPEE

2008 APR 11 A 9:55  
am.

TO: Alderman William Zaskey, President  
Board of Aldermen

Alderman Jean Croteau  
Chair, Zoning Committee

FROM: *Kate Brown*  
Kate Brown, Planning Director

DATE: April 10, 2008

RE: Massachusetts General Laws, Ch. 43D Expedited Permitting

RECEIVED  
CITY OF CHICOPEE, MA  
APR 15 PM 4:22

*Attachments: Fact Sheet*

### Summary

Chapter 43D is a relatively new zoning tool offered by the state whereby communities identify Priority Development Sites (PDS) for which permitting is guaranteed within 180 days. Keep in mind that PERMITTING FOR ONLY THOSE SITES DESIGNATED AS PDS SITES IS AFFECTED. Permitting for all other sites proceeds as usual. In return for this commitment is a one time grant of up to \$100,000. This program was adopted because there are many municipalities in the Commonwealth that are not business friendly. Over the years I have heard stories from developers who have been held up for months, or even years, over insignificant project details. One example was a Planning Board member who was insistent that a fish be represented on the wind vane of a new building. This grant program is a carrot (or bribe if you prefer plain speaking) to encourage communities to create a business friendly and quick process to encourage commercial and industrial development in the Commonwealth. Other benefits of the program include

- ★ priority consideration for state grants;
- ★ priority consideration for quasi-public financing and training programs;
- ★ brownfields remediation assistance;
- ★ enhanced marketing of the parcel by the state;
- ★ technical assistance provided by the regional planning council;
- ★ competitive advantage for economic development opportunities.

The Mayor has requested the City apply for 43D PDS. After some discussion it was decided to designate as PDSs the remaining parcels in Airpark West and Chicopee River Business Park. Other sites can be added later if desired.

### Process

- ★ Planning will complete the PDS application and grant application.
- ★ Planning will request endorsement of the Board of Aldermen for the PDS sites.

4/15/08: Motion made by Aldermen Croteau to rec and refer to items 13 & 14 on the agenda.  
Motion passed, Aldermen Moreau absent.

- ★ If the Board of Aldermen approves the sites, the application is sent to the state for review – it does not obligate us to go forward if the sites are accepted into the program.
- ★ If the state accepts the sites, the city has 120 days from accepting the grant or “opting-in” without the grant, to ensure our permitting process does not exceed 180 days. Any adjustments necessary to current rules and regulations or ordinances must be made within the 120 days.

**Permits excluded from the 180 day requirement**

- ★ Building permits issued by the building inspector, and
- ★ ANR plan approval and subdivisions under the subdivision control law

**Permits included in the 180 day requirement**

- ★ Orders of conditions and wetlands decisions issued by the Conservation Commission
- ★ Special Permits
- ★ Site Plan Review issued by the Planning Board,
- ★ Flammable Materials License issued by the Fire Chief,
- ★ historic district decisions, and
- ★ Title V and septic decisions issued by the Board of Health

I have asked the Fire Chief and Conservation Administrator, the following question, *“Would restricting to 180 days your ability (individual, department, board, or commission) to render a decision and issue a permit, conflict with any current regulatory timelines in your permitting process or hamper your ability to do your job responsibly?”* The answer from those individuals was “no.” The PDS sites are served by municipal sewer so Title V and septic permitting timelines would not apply. The special permit process is approximately 155 days from submittal to approval. The PDS sites are not in local historic districts so the timing of Historic District Commission approvals would not apply. Based on my review, I believe the only amendment to the zoning ordinances required would be to add a section to 275-6 Site Plan Review or a separate section identifying the PDS parcels, citing MGL 43 D and referring to that section of state law for its rules and regulations. I would also suggest that the Planning Board and the Conservation Commission adopt similar language in their respective rules and regulations. We would not need an extensive overhaul of the zoning ordinances or any other regulations to comply with 43D.

**Purpose of this Request**

At this time all I need is a majority vote of the Board of Aldermen certified by the City Clerk and the PDS property owner signature to file the application. The City has no obligation to take any further action until the state review board approves the application. Even then we aren’t obligated until we accept the grant or “opt-in” without a grant. The Board of Aldermen has total control over this process. The application cannot be submitted and no award can be accepted without Aldermanic approval. I have attached a copy of the state’s 43D fact sheet. If you want the complete text of the MGL 43D, please let me know.

The Interagency Permit Board that reviews this application requires that the Governing Body endorse the adoption of each parcel. This is the language proposed by the Interagency Permit Board and used by other towns and cities for the submission of the 43D Application. I can put this in any format you wish.

The Chicopee Board of Aldermen hereby accepts the provisions of 43 D of the Massachusetts General Laws as amended pursuant to Section 11 of Chapter 205 of the Acts of 2006, to approve the filing of a 43D Priority Development Site Application to the Interagency Permitting Board for the designation of WMDC/WESTMASS Parcel 5 or Chicopee Assessor Map Parcel ID 428-14C, WMDC/WESTMASS Lot 2 or Chicopee Assessor Map Parcel ID W1-50 in Westover Airpark West as Priority Development Sites.

The Chicopee Board of Aldermen hereby accepts the provisions of 43 D of the Massachusetts General Laws as amended pursuant to Section 11 of Chapter 205 of the Acts of 2006, to approve the filing of a 43D Priority Development Site Application to the Interagency Permitting Board for the designation of Parcels 1C, 2, 3, 5, 6, 8, 12, and 13 in Chicopee River Business Park as Priority Development Sites.

**INTERAGENCY PERMITTING BOARD  
CHAPTER 43D APPLICATION**

**PART I: MUNICIPAL APPLICANT**

**Municipality:** City of Chicopee

**Date:** 12-15-07

**Name of Individual who prepared this application:** **Kate Brown,  
Chicopee Planning Director**

Chapter 43D requires that a single person be designated to serve as the municipal point of contact on Priority Development Sites. The individual must be a municipal employee or an employee of a quasi-municipal agency who will be charged with responding to inquiries the site, providing and accepting permit applications, communicating decisions to applicants, etc. It is recommended that the designated Point of Contact be a staff member and not an elected official.

**Point of Contact, as designated by the governing body:**

**Name:** Kate Brown

**Title:** Planning Director

**Address:** 274 Front Street, Chicopee, MA 01013

**Telephone:** 413-594-1516 **Fax:** 413-595-1514

**Email:** kbrown@chicopeema.gov

**Please check the box corresponding to the Technical Resource Providers that assisted you with this program:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Regional Planning Agency | <input type="checkbox"/> Mass Development                       |
| <input type="checkbox"/> Mass Office of Business Development | <input type="checkbox"/> Mass Alliance for Economic Development |
| <input type="checkbox"/> Permit Regulatory Office (EOHED)    |   |

Chapter 43D requires a majority vote of the local governing body for each Priority Development Site being submitted by the municipality. Applications must be accompanied by a true attest certified copy of the municipal vote.

**Please identify the body that approved the submission of this application:**

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Town Meeting |
| <input type="checkbox"/> Town Council | X Other: Board of Aldermen            |

**I hereby certify under the pains and penalties of perjury that the answers submitted in this application and the documentation submitted in support are accurate and complete.**

**Name:**

**Date:**

**Signature:** \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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***For Internal Use Only***

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Municipal Contact Information

☐ Certified Vote

☐ Land Owner Signatures

☐ Grant Application

☐ Electronic Copy Received

IPB Meeting:

**PART II: PRIORITY DEVELOPMENT SITE (PDS)**

Submit a separate page for each Priority Development Site.

**Site Location** (including street address and map and parcel numbers):

Westover Airpark West

255 Padgett Street, Chicopee, MA 01020

WMDC/WESTMASS Parcel 5 or Chicopee Assessor Map Parcel ID 428-14C

WMDC/WESTMASS Lot 2 or Chicopee Assessor Map Parcel ID W1-50

**Please list any abutting communities to PDS:** N/a

**Have these communities been notified of your proposal?** ☐ Yes ☐ No

**Number of parcels in your proposed site:** 2 **Total Acreage of PDS:** 38.2

**Ownership:** ☒ Private ☐ Public

**Is the site eligible under current zoning for the construction or redevelopment of at least 50,000 sq feet of commercial or industrial space?** ☒ Yes ☐ No

Chapter 43D requires a PDS to be zoned for commercial, industrial or mixed-use development. If PDS represents a combination of zoning, please explain. Please check all of the following boxes that apply to the PDS, including the means by which a proponent may permit on this site (i.e. special permit?).

**PDS Zoning:** IPUD

x By-right      x Special Permit      x Site Plan Review  
x Commercial   x Industrial      x Mixed Use

To answer the next three questions, please review definitions set forth in 400 CMR 2.00:

1. **Is the site located adjacent to areas of existing development?** ☒ Yes ☐ No
2. **Does the site include underutilized buildings or facilities?** ☐ Yes ☒ No
3. **Is the site located close to appropriate transit services?** ☐ Yes ☒ No

**Total Potential Build-Out of PDS:** 380,000 SF

**Existing Infrastructure:**

Parcel 5	x Water	x Sewer	x Utilities	Needs Access Road
Lot 2	x Water	x Sewer	x Utilities	x Access Road

**Has the Municipality applied for or received other state grants for this site?** ☒ Yes ☐ No

**If yes, please identify the program(s):** PWED and CEDAG

**Is there a project proposal before the town for this site?** ☐ Yes ☒ No

**If yes, briefly describe the project below:** N/a



**PART II: PRIORITY DEVELOPMENT SITE (PDS)**

Submit a separate page for each Priority Development Site.

**Site Location**

Chicopee River Business Park , East Main Street / Robbins Road  
Parcels 1C, 2, 3, 5, 6, 8, 12, and 13

**Please list any abutting communities to PDS:** Springfield

**Have these communities been notified of your proposal?**      x Yes   ☐ No

**Number of parcels in your proposed site:**   **Total Acreage of PDS:** 103.1

**Ownership:**                      ☒ Private   ☐ Public

**Is the site eligible under current zoning for the construction or redevelopment of at least 50,000 sq feet of commercial or industrial space?**      ☒ Yes   ☐ No

Chapter 43D requires a PDS to be zoned for commercial, industrial or mixed-use development. If PDS represents a combination of zoning, please explain. Please check all of the following boxes that apply to the PDS, including the means by which a proponent may permit on this site (i.e. special permit?).

**PDS Zoning:** IPUD

x By-right      x Special Permit      x Site Plan Review  
x Commercial   x Industrial      x Mixed Use

To answer the next three questions, please review definitions set forth in 400 CMR 2.00:

4. **Is the site located adjacent to areas of existing development?**                      ☒ Yes   ☐ No  
5. **Does the site include underutilized buildings or facilities?**                      ☐ Yes   ☒ No  
6. **Is the site located close to appropriate transit services?**                      ☐ Yes   ☒ No

**Total Potential Build-Out of PDS:**

Existing Infrastructure:                      x Water      x Sewer   x Utilities   x Access Road

**Has the Municipality applied for or received other state grants for this site?**                      ☒ Yes   ☐ No

**If yes, please identify the program(s):** PWED and CEDAG

**Is there a project proposal before the town for this site?**                      ☐ Yes   ☒ No

**If yes, briefly describe the project below:** N/a

**PART III: PROPERTY OWNER'S PERMISSION**

Chapter 43D requires that 100% of property owners endorse this application for PDS designation. Identify every parcel included in the PDS by map and parcel number. Use Attachment A if additional space is required.

**I hereby certify under the pains and penalties of perjury that I am the legal owner of the property outlined herein and I approve the inclusion of my property in the proposed Priority Development Site nominated herein.**

**Parcel:** Airpark West, Parcel 5, Map 428-14C

**Signature of legal owner:** \_\_\_\_\_

**Parcel:** Airpark West, Lot 2, Map W1-50

**Signature of legal owner:** \_\_\_\_\_

**Parcel:** Chicopee River Business Park, Parcel C

**Signature of legal owner:** \_\_\_\_\_

**Parcel:** Chicopee River Business Park, Parcel 2

**Signature of legal owner:** \_\_\_\_\_

**Parcel:** Chicopee River Business Park, Parcel 3

**Signature of legal owner:** \_\_\_\_\_

**Parcel:** Chicopee River Business Park, Parcel 5

**Signature of legal owner:** \_\_\_\_\_

**Parcel:** Chicopee River Business Park, Parcel C

**Signature of legal owner:** \_\_\_\_\_

**Parcel:** Chicopee River Business Park, Parcel 6

**Signature of legal owner:** \_\_\_\_\_

**Parcel:** Chicopee River Business Park, Parcel 8

**Signature of legal owner:** \_\_\_\_\_

**Parcel:** Chicopee River Business Park, Parcel 12

**Signature of legal owner:** \_\_\_\_\_

**Parcel:** Chicopee River Business Park, Parcel 13

**Signature of legal owner:** \_\_\_\_\_



## **PART IV: GRANT APPLICATION**

### **PDS Narrative and 43 D Grant Proposal**

#### **INTRODUCTION**

The City of Chicopee in cooperation with the owners of Westover Airpark West and Chicopee River Business Park is seeking to designate parcels in those parks as Priority Development Sites and to obtain a technical assistance grant in accordance with the provisions of MGL Chapter 43D.

#### **PDS -- Westover Airpark West**

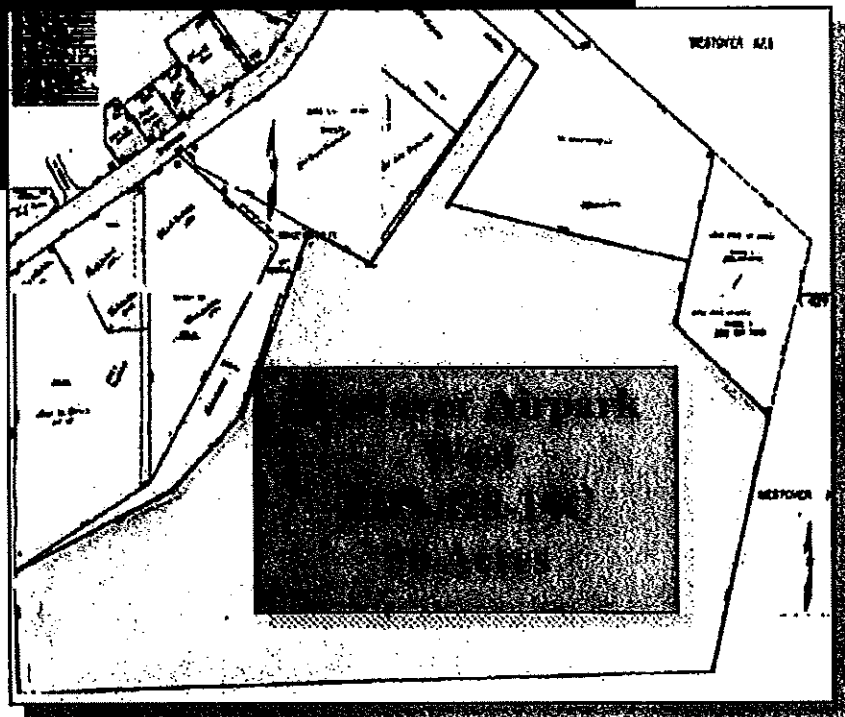
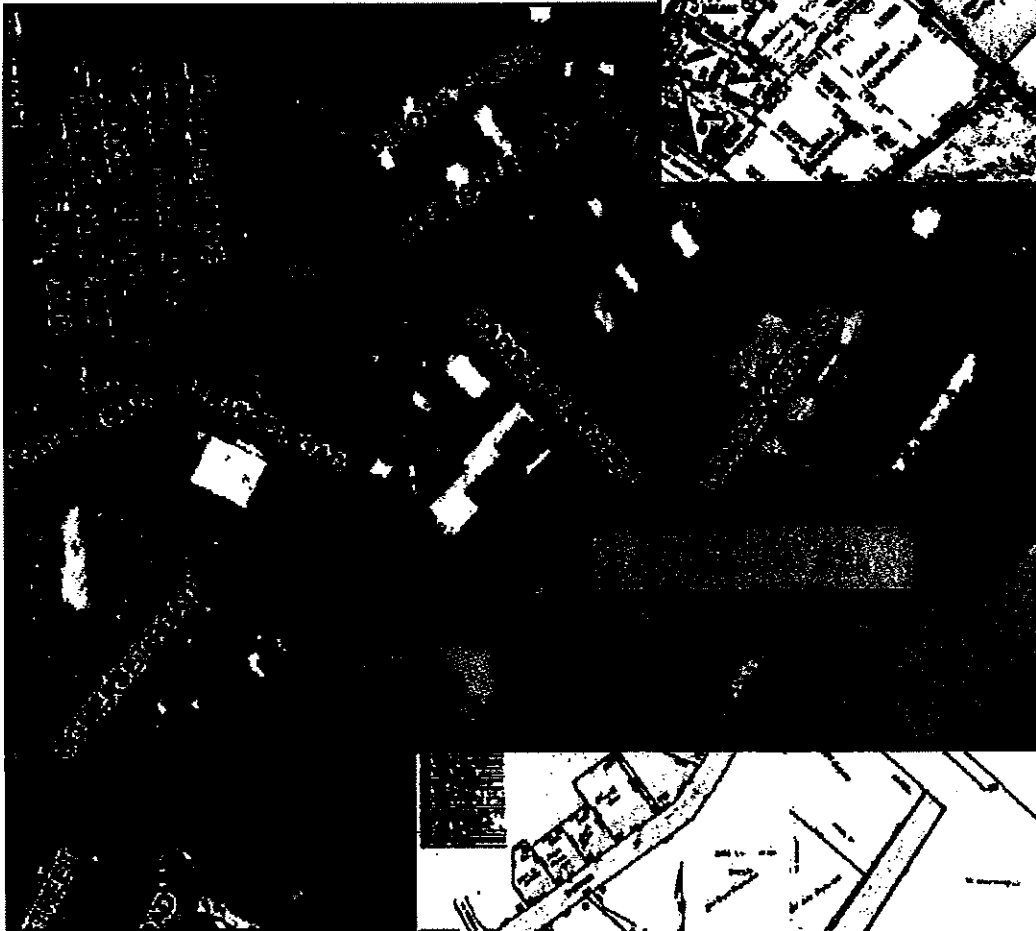
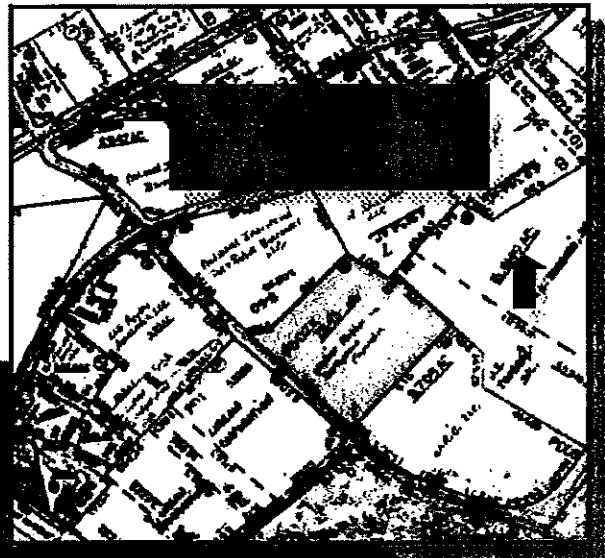
In 1987 the U.S. Government sold 256 acres of Westover land in the City of Chicopee to the Westover Metropolitan Development Corporation (WMDC), along with additional acreage in the neighboring Town of Ludlow. The WMDC is a nonprofit development corporation created by the Commonwealth of Massachusetts in 1974 to develop surplus Westover property. This acreage was developed into two industrial parks – Westover Airpark West and Westover Airpark North – that are fully serviced by City water, sewer and power.

As part of the project, WMDC completed a 14,000 square foot air passenger terminal in Airpark West with 150 seats and 2,340 parking spaces to take advantage of Westover's two-mile by 300-foot runway shared by private and military aircraft. Westover Metropolitan Airport is owned and managed under a "joint use" agreement with WMDC and the Department of Defense.

Airpark West is a model of successful conversion of surplus military property to civilian use. Its 33 companies collectively employ more than 2,300. Tyco Heath Care, U.S. Tsubaki, Fed-ex Ground and Friendly's Distribution Center are among the larger firms but a range of smaller companies account for more than half the employment.

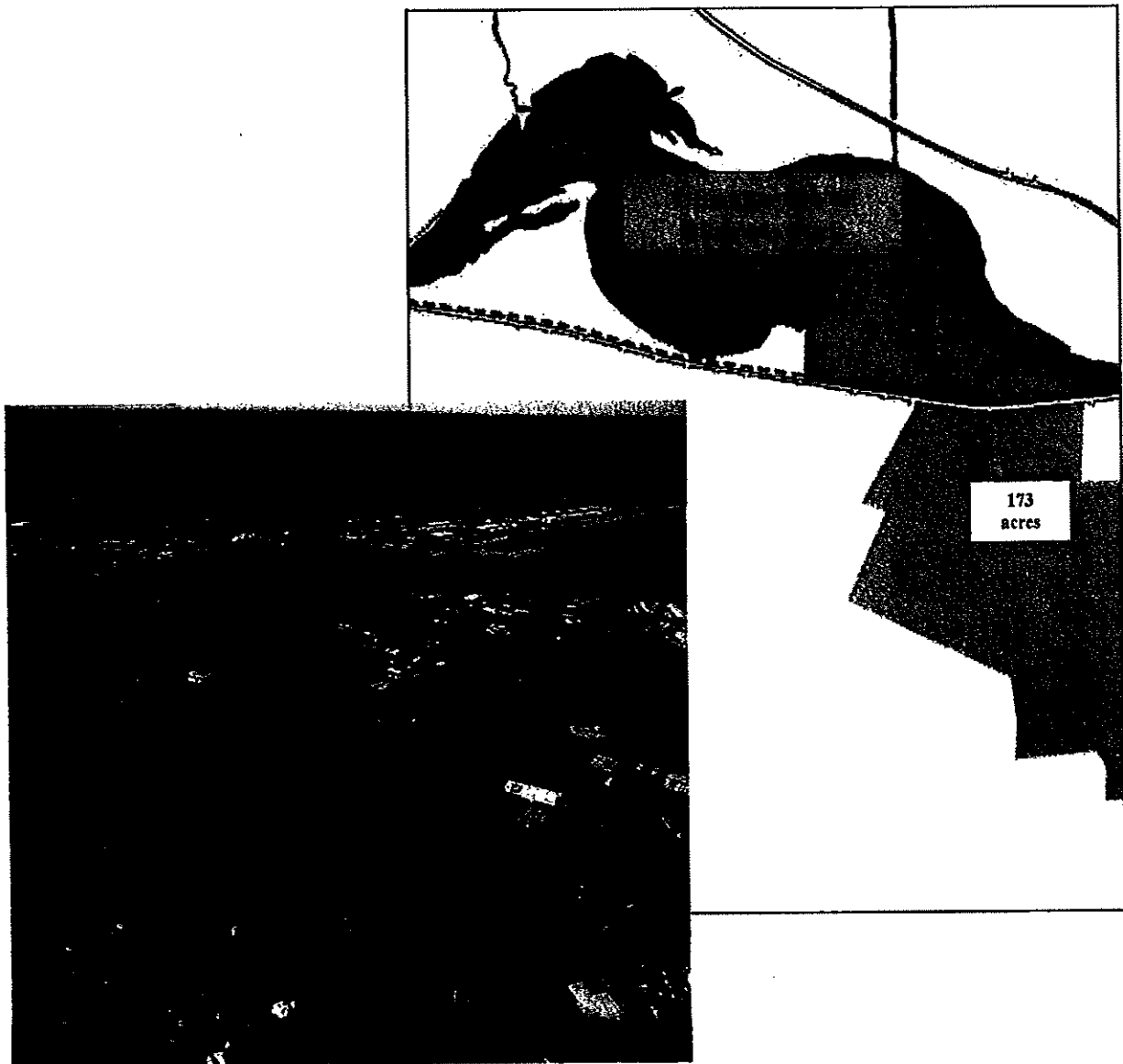
Airpark West is bounded by Westover Air Reserve Base to the east and north, and surplus military base housing – now a successful condominium development – to the west. The Airpark has excellent access from Westover Road and Sheridan Street with connections to Route 33, I-90 (Mass Pike, Exit 5), I-291 and I-91. PVTA is the Park's public transit provider. The Airparks close proximity to a variety of housing and shopping opportunities creates a compact neighborhood where employees can work, live and take care of most basic needs within a 2-3 mile radius.

- ★ Proposed Airpark West PDS Lot 2 includes 7.6 acres and is part of the original park. It will support up to 100,000 SF of light industrial space.
- ★ Proposed Airpark West PDS Parcel 5 is part of a recent expansion of the park boundaries. The Parcel 5 site includes 30 acres. The site is challenging but will support up to 350,000 SF of light industrial space.



## **PDS -- Chicopee River Business Park**

The Chicopee River Business Park (CRBP) is located at the intersection of I-90 (Mass Pike, Exit 6) and I-291 and is bounded on its northern edge by the Chicopee River. Chicopee River Business Park provides for the development of a 173-acre parcel into approximately 826,000 square feet of general office, light industrial, and telecommunications center uses. The park occupies 130 acres in Chicopee and 43 acres in Springfield. The developer, WESTMASS Area Development Corporation (WESTMASS), a non-profit development corporation, designed the park with a campus like atmosphere taking advantage of the river views. The park infrastructure was completed in 2000 – including utilities, drainage, and access roads designed to handle the park at full capacity. An anticipated 3,000 jobs will be generated as the project reaches build-out in the next 10-15 years. The first tenant to occupy the park is Prima North America, a high tech laser R & D and manufacturer. Harvey Industries, the leading



manufacturer of insulating windows and doors in the Northeastern United States, is permitted for a 250,000 SF manufacturing plant. Also permitted is a "shovel ready" site on 13 acres with building potential of 64,000 SF.

Chicopee River Business Park is bounded on two sides by residential neighborhoods providing housing opportunities for those employed in the Park.

### **Permitting Commitment**

In 1996 Chicopee adopted a plan review process that is quick, efficient and user friendly. Consequently the City is currently able to approve or deny all development related permits and licenses in less than 180 days, however this time frame is not guaranteed. Special permits and licenses -- with the exception of liquor license typically take less than 45 days from application to approval. Site plan approval ranges from 30 days to 120 days. To meet the City's 180 day permitting commitment the City will within 120 days of acceptance of MGL Chapter 43D:

- ★ appoint a single point of contact to serve as the primary municipal liaison for all issues
- ★ amend all applicable permitting rules and regulations to conform to MGL Chapter 43D.
- ★ develop a local permitting handbook with the assistance of Pioneer Valley Planning Commission.

### **Grant Request**

The City of Chicopee is seeking a grant to implement a permit tracking system that will include permits, licenses, code enforcement and self-service public access to achieve the following permit streamlining objectives:

- ★ Eliminate confusion by using a common parcel based project identifier which associates all reviews and permits related to one development project
- ★ Improve turnaround time for development-related project and permit applications
- ★ Increase accuracy and consistency of application processing
- ★ Reduce staff time lost in researching status, researching project history, and updating cumbersome paper files.
- ★ Create a user friendly permitting system by providing online access for applicants to check permit status and details
- ★ Improve communications among departments and with applicants
- ★ Develop concise, standardized forms
- ★ Provide increased capability to produce accurate and timely reports on permitting and land development activity with minimal investment of staff time to produce such reports

For many years Chicopee has employed MUNIS as its financial management software. The City holds licenses for MUNIS Permits and Code Enforcement and MUNIS Business Licenses but does not have funds for implementation. In addition the City wishes to acquire the MUNIS Citizen Self Service program. The grant will pay for the additional software acquisition, consulting, training, conversion, installation, forms design and documentation for Permits and Code Enforcement, Business Licenses, and Citizen Self Service.

**Permits and Code Enforcement:** This software automates all areas of community development, code enforcement, and miscellaneous permits. It is designed for Building Department permits as well as Planning, Zoning, Tank Removal, Fire Departments, Signs, and miscellaneous permit types



specific and / or unique to Chicopee. Permits and Code Enforcement is integrated with MUNIS Business Licenses, Accounts Receivable & Collections, Tax Parcel, Utility Billing, and General Ledger—but can also work stand-alone. The application also interacts with GIS in several areas, such as abutter lists and mapping. Chicopee currently does not have a GIS system but is working toward setting up a demonstration project sometime in 2008.

**Business Licenses:** This software helps to create and maintain business/occupational licenses. Separate documents for licenses and application forms can be printed. Business master records track single or multiple license charges/fees. History and activity reports are available for billings/payments, and other activities such as inspections or permits. Business Licenses is integrated with other MUNIS applications.

**Citizen Self Service:** This software provides continuity and functionality by extracting information directly from the MUNIS database. This module makes a variety of payment, application and query functions available to any citizen with access to the internet. Of particular interest to this proposal are the functions that pertain to permitting such as acquiring submission requirements and forms on line, and on line filing and permit tracking.

The budget for the project is as follows:

Software Acquisition	Applications --Violations Inspection Citizens Self Service	44, 800
Consulting		6, 875
Training	All modules	33, 150
Conversion	Manual migration	8, 000
Installation	Citizens Self Service	1, 500
Forms Design	Library maintenance	5, 000
Documentation	Specific to Chicopee	13, 200

Total Project Budget.....	\$ 112, 525
Total Grant Request .....	\$ 100, 000

### Tasks to be Completed Using 43 D Grant Funds

**Timeline:** This is a large project involving at least 12 departments. With consideration of varying degrees of computer literacy enjoyed by staff – it is anticipated that the entire project would be completed between 12-18 months from acceptance of award. This includes executing purchase order (30-45 days), scheduling (6 week lead time), consulting, installation and other services followed by training.

**Task 1:** (complete). The City solicited quotes from Tyler Technologies (MUNIS) for software acquisition, consulting, training, conversion, installation, forms design and documentation. The City's MIS Department is committed to and has the resources to pay for the \$12, 525 in estimated cost costs and any contingencies not covered by the grant. (See Tyler Quote -- Attachment A).

**Task 2:** 30-45 days. Software Acquisition. The City will acquire above referenced software to supplement MUNIS Permits and Code Enforcement and MUNIS Business Licenses, for which the City is already licensed.

**Task 3:** Software installation

**Task 4:** Software customization by department

**Task 5:** Training – 2 weeks per department.

### **Tasks to be Completed as Part of the Expedited Permitting Commitment**

**Task 1: Develop a local handbook on permitting procedures.**

The Pioneer Valley Planning Commission is currently working with the Chicopee Department of Planning & Development to develop a handbook for local permitting procedures. This handbook will be completed by June 30, 2008.

**Task 2:** Render a yes or no decision on local permit in designated Priority Development Sites within 180 days. Chicopee is currently able to render a yes or no decision on all local commercial/ industrial/ mixed use projects within 120 days. Projects required permits from more than one Board/Commission are reviewed concurrently to reduce the permitting timeframe. In fact, if an applicant is confident that the project will proceed as proposed, they can apply (at risk) for building permits to be held until the final project approval is issued and any appeal period has passed without a legal challenge. Chicopee is committed to reducing and perfecting its permitting timeline for all development projects while maintaining the integrity of the process and ensuring quality work.

Chicopee has reviewed the following city ordinance and regulations to determine if the current permitting procedures comply with Chapter 43 D expedited 180 day permitting requirement.

- ★ Zoning Ordinances - **Chicopee City Code, "Chapter 275-75."**
- ★ Flammable Materials Regulations
- ★ Title V
- ★ Wetlands Ordinance - **Chicopee City Code, "Chapter 272"**
- ★ Chicopee Conservation Commission "Wetland Regulations"
- ★ Chicopee Planning Board "Subdivision and Site Plan Rules and Regulations"
- ★ "Massachusetts Subdivision Control Law" - MGL Chapter 41, Section 81 O, T & U

If all the procedures contained in the documents cited above are followed, no complete project application should take more than 180 days from application to decision.

**Task 3:**

The City will commit to adopting an amendment to **Chicopee City Code Chapter 275-6 Site Plan Review** to include a provision that all PDS site permitting will be completed within 180 days. Adoption should take no less than 90 days following opt-in.

**APPENDIX A: QUOTE FOR PROJECT BUDGET**



Quoted By: CJ Vose  
 Date: 02/21/2008  
 Quote Expiration:  
 Quote Name: Citizen Self Service Quote  
 Quote Number: 5614

## Sales Quotation For:

Mr. Ken Krech  
 City of Chicopee  
 City Hall  
 274 Front Street  
 Chicopee, MA 01013

Phone: (413) 594-1580  
 Fax: (413) 594-1578  
 Email: kkrech@chicopeema.gov

### 1 Software

Model #	Description	Quantity	Price	Extended Price	Discount	Software Total
WEB-MSH-CR-SW-F	Citizen Self Service - Software - F	1.00	\$28,000.00	\$28,000.00	\$0.00	\$28,000.00
					Total:	Total:
					\$0.00	\$28,000.00

### 2 Services

Model #	Description	Quantity	Price	Extended Price	Discount	Services Total
WEB-MSH-SELF-INS	Self Service Installation Fee (Client Hosted)	1.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
					Total:	Total:
					\$0.00	\$1,500.00

### Training

Model #	Description	Quantity	Price	Extended Price	Discount	Training Total
WEB-MSH-CR-TR-F	Citizen Self Service - Training - F	1.00	\$1,275.00	\$1,275.00	\$0.00	\$1,275.00
					Total:	Total:
						\$1,275.00
		Total Other Services:	Total Consulting:	Total Training:	Total Conversion Services:	Total Services:
		\$1,500.00	\$0.00	\$1,275.00	\$0.00	\$2,775.00
					Total Training Days: 1	Total Consulting Days: 0

### 3 Maintenance

Model #	Description	Quantity	Price	Extended Price	Discount	Maintenance Total
WEB-MSH-CR-SP-F	Citizen Self Service - Support - F	1.00	\$5,040.00	\$5,040.00	\$2,520.00	\$2,520.00
					Total:	Total:
					\$2,520.00	\$2,520.00

---

## Summary

	Fees	Maintenance
Total Software	\$28,000.00	\$2,520.00
Total Services	\$2,775.00	
Summary Total	\$30,775.00	\$2,520.00

---

## Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the canceled services if Tyler is unable to re-assign its personnel.

The Maintenance fee set forth above reflects six (6) months from delivery waived. Tyler will prorate the subsequent Maintenance fee to coincide with Client's annual Maintenance Agreement.

---

Customer Approval: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_  
P.O. #: \_\_\_\_\_

---

All primary values quoted in US Dollar



Quoted By: CJ Vose  
Date: 02/22/2008  
Quote Expiration:  
Quote Name: Permits and Business Licenses  
Documentation  
Quote Number: 5627

## Sales Quotation For:

Mr. Ken Krech  
City of Chicopee  
City Hall  
274 Front Street  
Chicopee, MA 01013

Phone: (413) 594-1580  
Fax: (413) 594-1578  
Email: kkrech@chicopeema.gov

## 1 Services

### Training

Model #	Description	Quantity	Price	Extended Price	Discount	Training Total
MISC-TR-001	Permits Documentation	1.00	\$6,600.00	\$6,600.00	\$0.00	\$6,600.00
MISC-TR-002	Business Licenses Documentatio	1.00	\$6,600.00	\$6,600.00	\$0.00	\$6,600.00
						Total: \$13,200.00
		Total Other Services:	Total Consulting:	Total Training:	Total Conversion Services:	Total Services:
		\$0.00	\$0.00	\$13,200.00	\$0.00	\$13,200.00
						Total Training Days: 2
						Total Consulting Days: 0

## Summary

	Fees	Maintenance
Total Services	\$13,200.00	
Summary Total	\$13,200.00	\$0.00

## Comments

Customized Documentation  
this includes customizing Knowledge base documents based on Chicopee's procedures.

Customer Approval: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_  
P.O. #: \_\_\_\_\_

All primary values quoted in US Dollar



Quoted By: CJ Vose  
 Date: 02/21/2008  
 Quote Expiration:  
 Quote Name: Permits and Business Licenses Services Quote  
 Quote Number: 5618

## Sales Quotation For:

Mr. Ken Krech  
 City of Chicopee  
 City Hall  
 274 Front Street  
 Chicopee, MA 01013

Phone: (413) 594-1580  
 Fax: (413) 594-1578  
 Email: kkrech@chicopeema.gov

## 1 Services

Model #	Description	Quantity	Price	Extended Price	Discount	Services Total
TF-BL-SVC-F	Tyler Forms Business License Library - F	1.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
TF-PL-SVC-D	Tyler Forms Permits Library - D	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
					Total:	Total:
					\$0.00	\$5,000.00

### Consulting

Model #	Description	Quantity	Price	Extended Price	Discount	Consulting Total
RB-BL-CS-F	Bus Licenses - Consulting - F	2.00	\$1,375.00	\$2,750.00	\$0.00	\$2,750.00
RB-PI-CS-D	Permits Code Enforce - Consulting - D	3.00	\$1,375.00	\$4,125.00	\$0.00	\$4,125.00
					Total:	Total:
						\$6,875.00

### Training

Model #	Description	Quantity	Price	Extended Price	Discount	Training Total
RB-BL-TR-F	Bus Licenses - Training - F	10.00	\$1,275.00	\$12,750.00	\$0.00	\$12,750.00
RB-PI-TR-D	Permits Code Enforce - Training - D	15.00	\$1,275.00	\$19,125.00	\$0.00	\$19,125.00
					Total:	Total:
						\$31,875.00

### Conversion

Model #	Description	Quantity	Price	Extended Price	Discount	Conversion Total
CV-BL-STD-F	BL Std Master - F	1.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
CV-PI-STD-D	Permits and Code Enforcement - Standard - D	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
					Total:	Total:
						\$8,000.00

## Summary

	Fees	Maintenance
Total Services	\$51,750.00	
Summary Total	\$51,750.00	\$0.00

## Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your

project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the canceled services if Tyler is unable to re-assign its personnel.

#### Conversion Key

#### Permits Options

Standard Option - Master

Option 1 - Applications

Option 2 - Violations

Option 3 - Inspections

#### Optional Software and Services - not included in Totals

Model #	Description	Quantity	Price	Extended Price	Discount	Software and Services Total
CV-BL-OB-F	BL Opt 1 - Bills - F	1.00	\$6,300.00	\$6,300.00	\$0.00	\$6,300.00
CV-PI-OP1-D	Permits and Code Enforcement - Option 1 - D	1.00	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00
CV-PI-OP2-D	Permits and Code Enforcement - Option 2 - D	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
CV-PI-OP3-D	Permits and Code Enforcement - Option 3 - D	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00

Total: \$16,800.00

Customer Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

P.O. #: \_\_\_\_\_

All primary values quoted in US Dollar



# **MASSACHUSETTS PERMIT REGULATORY OFFICE**

## **CHAPTER 43D - EXPEDITED LOCAL PERMITTING**

### **FACTS**

#### **HISTORY**

On August 2, 2006, Massachusetts General Law Chapter 43D was signed into law. This program offers communities a tool for targeted economic development.

#### **WHAT DOES CHAPTER 43D DO?**

- Provides a transparent and efficient process for municipal permitting
- Guarantees local permitting decisions on priority development sites within 180 days
- Increases visibility of your community and target development site(s)

#### **WHAT ARE THE BENEFITS OF OPTING-IN?**

- Grants up to \$100,000 for such things as professional staffing assistance, local government reorganization, and consulting services
- Priority consideration for PWED, CDAG, brownfields remediation assistance, MORE infrastructure funds, and other financing through quasi-public organizations
- Aggressive online marketing of your site and promotion of your pro-business regulatory climate
- Collection of special fees for priority development site permit applications

#### **WHAT ARE THE CRITERIA FOR PRIORITY DEVELOPMENT SITES?**

- Must be zoned for commercial or industrial development
- Must be eligible for the development or redevelopment of a building of at least 50,000 square feet of gross floor area (may include existing structures and contiguous buildings)
- Sites must be approved by the local governing authority
- Must be approved by the state Interagency Permitting Board

#### **WHAT ARE THE OBLIGATIONS OF OPTING INTO CHAPTER 43D?**

- Community must identify a qualifying parcel as a priority development site, and obtain permission of its owner (if private) for participation in the program
- Within 120 days of adopting Chapter 43D, the community must
  - appoint a single municipal point of contact for streamlined permitting;
  - amend local rules, regulations, bylaws, etc. to comply with 180 day permit timeline;
  - determine and make available the requirements for each permit;
  - establish a procedure for identifying necessary permits for a project;
  - establish a procedure for determining completeness of the required submissions.
- After the 120 phase-in period is complete, the town must render permitting decisions on priority development sites within 180 days

#### **WHAT PROTECTIONS DOES THIS PROGRAM OFFER FOR COMMUNITIES?**

- The 180 day guarantee is suspended if the governing body determines:
  - an application is incomplete
  - an application contains false or misleading information
  - that substantial changes to the project affect the information on the permit applications since the original submission

#### **HOW DO I OBTAIN MORE INFORMATION ON THIS PROGRAM?**

- Visit [www.mass.gov/mpro](http://www.mass.gov/mpro) or contact April Anderson, Deputy Director for the Massachusetts Permit Regulatory at 617-788-3667 or [april.a.anderson@state.ma.us](mailto:april.a.anderson@state.ma.us).

**MASSACHUSETTS PERMIT REGULATORY OFFICE**  
**CHAPTER 43D - EXPEDITED LOCAL PERMITTING**

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**FREQUENTLY ASKED QUESTIONS ON CHAPTER 43D**

**WHAT IS A PRIORITY DEVELOPMENT SITE?**

**Answer:** "PDS" is a privately or publicly owned property that is:

- (1) commercially or industrially zoned;
  - (2) eligible under applicable zoning provisions, including special permits or other discretionary permits, for the development or redevelopment of a building at least 50,000 square feet of gross floor area in new or existing buildings or structures; and
  - (3) designated as a priority development site by the state Interagency Permitting Board.
- Several parcels or projects may be included within a single priority development site.

**IS SMART GROWTH CONSIDERED?**

**Answer:** The state strongly encourages priority development sites to be located in areas that are near existing public transit service, adjacent to existing development, or in under-utilized buildings or facilities, but it is not a requirement for the site to qualify for PDS designation.

**WHAT IS THE GOVERNING BODY?**

**Answer:** Depends on your municipal charter, but in most cases the governing body will be a Board of Selectmen, Town Council or City Council.

**WHAT IS THE ISSUING AUTHORITY?**

**Answer:** The issuing authority is the board or department reviewing a specific permit. For the purposes of this law, the issuing authority can be any or all of the following: Planning Board, Conservation Commission, Zoning Board of Appeals, Public Works, Fire Chief, Board of Health, Historic Commission.

**WHAT IS THE INTERAGENCY PERMITTING BOARD?**

**Answer:** A state board that is established to review and approve or deny municipal priority site development proposals and administer technical assistance grants. The members of the Board are comprised of representative from each state office that issues permits.

**WHICH "ISSUING AUTHORITIES" WILL BE AFFECTED BY THIS LAW?**

**Answer:** All boards, departments or agencies that are involved with land use development.

**WHAT PERMITS ARE AFFECTED BY THIS LAW?**

**Answer:** Orders of conditions and wetlands decisions issued by the Conservation Commission, Special Permits issued by the ZBA and/or Planning Board, Site Plan Review issued by the Planning Board, Flammable Materials License issued by the Fire Chief, historic district decisions, and Title V and septic decisions issued by the Board of Health.

*\*Building permits issued by the building inspector, ANR plan approval and subdivisions under the subdivision control law are not affected by this statute.*

**HOW IS THE LAW ACCEPTED BY A MUNICIPALITY?**

**Answer:** This law is at local option which means that in order for the law to become effective in a municipality it has to be authorized by a majority vote of Town Meeting, or City/Town Council.

**HOW IS A PARCEL DESIGNATED AS A PRIORITY DEVELOPMENT SITE?**

**Answer:** Once local approval is granted, the governing body must apply for the designation through the Interagency Permitting Board. The law is not accepted until the application is approved and the governing body decides to proceed with the designation.

**WHAT IS A TECHNICAL ASSISTANCE GRANT?**

Answer: Communities that accept this law are eligible for a one-time grant to implement the requirements of the expedited permitting law, which shall include but not be limited to, professional staffing assistance, local government reorganization, and consulting services. The amount of any single grant awarded shall not exceed \$150,000.

#### WHAT HAPPENS AFTER THE APPLICATION IS SUBMITTED TO THE BOARD?

Answer: The Interagency Permitting Board must review and determine eligibility of the proposals and applications for technical assistance within 60 days of receipt from the municipality.

#### WHAT HAPPENS AFTER THE MUNICIPALITY HAS RECEIVED APPROVAL FROM THE STATE?

Answer: If the governing body chooses to proceed with the designation, the governing body must do the following within 120 days:

- (a) appoint a single municipal point of contact for streamlined permitting;
- (b) amend local rules, regulations, bylaws, etc. to comply with 180 day permit timeline;
- (c) determine and make available the requirements for each permit;
- (d) establish a procedure for identifying necessary permits for a project;
- (e) establish a procedure for determining completeness of the required submissions.

After the 120-day phase-in period has expired, the municipality is required to conduct the permitting process on the PDS within 180 days. Extensions may apply in extenuating circumstances or for good cause.

#### HOW LONG DOES THE PDS DESIGNATION STAND?

Answer: PDS locations will maintain that designation for no less than five years. After five years, the municipality may request that the designation be removed. If no request is issued, the designation will remain in place.

#### DOES THIS LAW REQUIRE LOCAL BOARD AND COMMISSION TO REDUCE THEIR STANDARDS OF REVIEW?

Answer: No! Nothing in the expedited permitting law alters the substantive jurisdictional authority of local boards or departments.

#### DOES THE LAW REQUIRE THAT ALL PERMIT APPLICATIONS ARE APPROVED?

Answer: No. The law only requires that all decisions are rendered by each issuing authority within 180 days.

#### WHAT HAPPENS IF AN ISSUING AUTHORITY DOES NOT RENDER A DECISION WITHIN 180 DAYS?

Answer: The application is deemed approved.

#### WHAT ARE THE FEES INVOLVED FOR THIS LAW?

Answer: The governing may establish additional fees to the developer for overseeing/administering the expedited permitting process. This fee is in addition to fees already charged by the Conservation Commission, the ZBA, and the Planning Board, etc and must be used for the purposes of this law.

#### WHAT EXTENSIONS MAY BE GRANTED?

Answer: The 180-day review period may be extended in the following circumstances:

- (a) if an additional and originally unforeseen permit or predevelopment review is required, the timeline may be extended for a maximum of 30 days;
- (b) if action by another federal, state or municipal government agency is required before the issuing authority may act, or judicial proceedings affect the ability of the issuing authority or applicant to proceed with the application, or if enforcement proceedings that could result in revocation of an existing permit and denial of the application have been commenced, the timeline may be extended;

(c) if the governing body and the applicant mutually request that the 180-day review period be waived or extend.

**CAN THE ISSUING AUTHORITY USE LACK OF TIME AS A REASON FOR DENIAL?**

Answer: No. An issuing authority may not use lack of time for review as a basis for denial of a permit if the applicant has provided a complete application and met all other obligations in accordance with the expedited permitting law.

**WHEN CAN AN APPEAL BEGIN?**

Answer: Appeals from issuing authority decisions or from a grant by operation of law shall be filed within 20 days after the last individual permitting decision has been rendered or within 20 days after the conclusion of the 180 day period, whichever is later. The 180-day period shall be increased by the number of days in any extension granted.

**WHERE ARE APPEALS HEARD? WHEN ARE THEY DECIDED UPON?**

Answer: Appellants may bring consolidated appeals before the Division of Administrative Law Appeals to obtain a decision within 90 days. Appeals of DALA decisions may be filed within 20 days of the decision with Superior Court or Land Court. Appellants may also bring an appeal directly to Superior Court or Land Court (see MGL c.185 s.3A) without going through the DALA process.

**ARE THE PERMITS TRANSFERABLE? WHEN DO THEY EXPIRE?**

Answer: Not automatically transferable unless the permit expressly allows the transfer. Permits issued pursuant to this law shall expire in 5 years from the date of applicable appeal period for the permit. Where permits cover multiple buildings, commencement and continued of construction of one building shall preserve the permit validity of all permits issued for that PDS.

**WHAT ARE THE BENEFITS TO THE MUNICIPALITY?**

Answer: A priority development site shall enable the municipality to take advantage of the following:

- (a) priority consideration for state grants;
- (b) priority consideration for quasi-public financing and training programs;
- (c) brownfields remediation assistance;
- (d) enhanced marketing of the parcel by the state;
- (e) technical assistance provided by the regional planning council;
- (f) competitive advantage for economic development opportunities.

**HOW DOES THIS EFFECT THE MEPA PROCESS?**

Answer: This law requires that MEPA and Mass Historic Commission reviews are conducted concurrent to the 180-day municipal review period. It is anticipated that the MEPA filing will be initiated in the 180 days, but may not be completed as the MEPA review is not abbreviated.

**MASSACHUSETTS PERMIT REGULATORY OFFICE**  
**CHAPTER 43D - EXPEDITED LOCAL PERMITTING**

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**SAMPLE WARRANT LANGUAGE**

To see if the City/Town will accept the provisions of chapter 43D of the MA General Laws as amended pursuant to Section 11 of chapter 205 of the acts of 2006, and to approve the filing of an application with the Interagency Permitting Board for the designation of land at XX Street (Map XX, Parcel XX) and XX Street (Map XX, Parcel XX) as a Priority Development Site, or take any other action in relation thereto.

**CHAPTER 43D COMMUNITIES**  
*As of June 29, 2007*

Municipalities that have already passed Ch43D:

<u>Municipality</u>	<u>Date Approved by IPB</u>
Worcester	1/2/07
Uxbridge	4/11/07
Medway	4/11/07
Attleboro	4/11/07
Leominster	4/11/07
Pittsfield	4/11/07
North Reading	5/9/07
Burlington	5/9/07
Canton (2)	5/24/07
Douglas (2)	5/24/07
Lowell	5/24/07
Marlborough (4)	5/24/07
Walpole (2)	5/24/07
Shrewsbury	5/24/07
Athol (4)	9/13/07
Grafton	9/13/07
Deerfield	9/13/07
Haverhill	9/13/07
Amesbury	9/13/07
Palmer	9/13/07
Revere	
Bridgewater	
Billerica	
North Andover	
Dalton	
Adams	

**MORE INFORMATION**

Visit [www.mass.gov/mpro](http://www.mass.gov/mpro) for a copy of the Chapter 43D statute, program regulations, applications, Interagency Permitting Board members and meeting schedule, and other valuable tools and information.

NO. \_\_\_\_\_

LF MO-1



OFFICE  
CHICOPEE

CITY OF CHICOPEE  
CITY OF CHICOPEE  
MASSACHUSETTS  
2008 APR 11 P 12:51

APRIL 10, 2008

ORDERED THAT THE SUM OF TWENTY THOUSAND AND 00/100 DOLLARS (\$20,000.00) BE  
AND HEREBY IS APROPRIATED TO THE FOLLOWING NAMED ACCOUNT:

POLICE SPECIAL ACCOUNT FOR PURCHASE OF CRUISERS  
(ACCT # 12100004-621004)

SAID AMOUNT IS TO BE TAKEN FROM AVAILABLE FUNDS IN THE POLICE SALARY  
ACCOUNT FOR PATROLMEN STEP 2 (ACCT # 12100001-514130).

Recommended by \_\_\_\_\_

Mayor

Introduced by Aldermen \_\_\_\_\_

Aldermanic Action: 4/15/08: Motion made by Aldermen Croteau for passage. Passed through  
all stages by a unanimous roll call vote. Aldermen Moreau absent.

Presented to the Mayor for approval \_\_\_\_\_

APR 18 2008

Date

Approved \_\_\_\_\_

4/24/08

Mayor

APR 25 2008

Returned to City Clerk \_\_\_\_\_

Date

Attest \_\_\_\_\_

City Clerk



**The City of  
Chicopee**

110 Church Street  
Chicopee, MA 01020  
(413) 692-6341

**CHICOPEE POLICE DEPARTMENT**

John R. Ferraro, Jr.  
Chief of Police

April 9, 2008

Honorable Mayor Bissonnette  
Mayor's Office  
City Hall


Dear Mayor Bissonnette:

I am writing this letter to request transfers from the salary budget to the expense budget. The transfers I need are as follows:

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>
12100001/519070 Incentive	\$18,000.00	12100002/585208 Dept Equip
12100001/514120 Ptl Step 3	\$35,000.00	12100002/548100 Gas & Oil, City P
12100001/514120 Ptl Step 3	\$32,000.00	12100002/530005 Education Training
12100001/514130 Ptl Step 2	\$20,000.00	12100004/621004 Purchase of Cruisers
12100001/514130 Ptl Step 2	\$42,000.00	Special Account: Building Renovations
12100001/514001 Holiday	\$10,000.00	Special Account: Building Renovations
12100001/514120 Ptl Step 3	\$ 8,000.00	Special Account: Building Renovations

The transfers to Departmental Equipment and Education Training are due to costs incurred from the hiring of fifteen (15) police officers. The transfer into the Gas and Oil, City Pumps is due to the rising gas prices; there is not enough in this account to carry us until the end of the fiscal year. These transfers can be taken from the above salary account because of the vacancies within the department.

Best regards,

  
John R. Ferraro, Jr.  
Chief of Police

JRF/vb

Cc: Sharyn Riley, City Auditor

NO. \_\_\_\_\_

LFMO-2



CITY CLERK'S OFFICE  
CITY OF CHICOPEE  
MASSACHUSETTS

2008 APR 11 P 12: 50

APRIL 10, 2008

ORDERED THAT THE SUM OF TWO HUNDRED THOUSAND AND 00/100 DOLLARS  
(\$200,000.00) BE AND HEREBY IS APPROPRIATED TO THE FOLLOWING NAMED  
ACCOUNT:

POLICE SPECIAL ACCOUNT FOR PURCHASE OF CRUISERS  
(ACCT # 12100004-621004)

SAID AMOUNT IS TO BE TAKEN FROM AVAILABLE FUNDS IN THE UNDESIGNATED  
FUND BALANCE "FREE CASH" ACCOUNT.

Recommended by Michael J. Bennett Mayor

Introduced by Aldermen

Aldermanic Action: 4/15/08: Motion made by Aldermen Brooks for passage. Passed through  
all stages by a unanimous roll call vote. Aldermen Moreau absent.

Presented to the Mayor for approval APR 18 2008  
Date

Approved 4/24/08

Michael J. Bennett Mayor

Returned to City Clerk APR 25 2008  
Date

Attest [Signature] City Clerk





**The City of  
Chicopee**

110 Church Street  
Chicopee, MA 01020  
(413) 592-6341

**CHICOPEE POLICE DEPARTMENT**

John R. Ferraro, Jr.  
Chief of Police

April 04, 2008

The Honorable Mayor Michael Bissonnette  
Mayor's Office  
City Hall  
Chicopee, MA 01013

Dear Mayor Bissonnette;

This correspondence serves as a follow up to a previous conversation for the need to keep up with the rotation of police vehicles. As you know we had to wait for the vendor to be able to fill our previous order with the result being that we are now once again in need to order vehicles for the Police Department. I am therefore requesting that \$200,000.00 dollars be appropriated into Special Account # 12100004-621004 Purchase of Police Vehicles. Your attention to this timely request is greatly appreciated. If I can assist you in any way please do not hesitate to call upon me.

Best Regards,

  
John R. Ferraro, Jr.  
Chief of Police

JRF/lf

CC: Sharyn Riley

Switch from  
Crown Victoria (8 cyl.)  
to  
Ford Five Hundred  
(Taurus)  
- Sheriff's Office -  
on state bid list

No. \_\_\_\_\_

LFMO-3



CLERK'S OFFICE  
CITY OF CHICOPEE

APR 11 P 12:50

**CITY OF CHICOPEE  
MASSACHUSETTS**

**APRIL 10, 2008**

**ORDERED THAT THE SUM OF SIXTY THOUSAND AND 00/100 DOLLARS (\$60,000.00) BE AND  
HEREBY IS APROPRIATED TO THE FOLLOWING NAMED ACCOUNT:**

**POLICE SPECIAL ACCOUNT FOR BUILDING RENOVATIONS**

**SAID AMOUNT IS TO BE TAKEN FROM AVAILABLE FUNDS IN FOLLOWING NAMED POLICE  
SALARY ACCOUNTS:**

<b>PATROLMEN STEP 2</b>	<b>ACCT # 12100001-514130</b>	<b>\$42,000.00</b>
<b>HOLIDAY</b>	<b>ACCT # 12100001-514001</b>	<b>10,000.00</b>
<b>PATROLMEN STEP 3</b>	<b>ACCT # 12100001-514120</b>	<b>8,000.00</b>
	<b>TOTAL</b>	<b>\$60,000.00</b>

Recommended by \_\_\_\_\_

*Michael J. Bernier*

Mayor

Introduced by Aldermen

Aldermanic Action: 4/15/08: Motion made by Aldermen Krampits for passage. Passed through all stages by a unanimous roll call vote. Aldermen Moreau absent.

Presented to the Mayor for approval \_\_\_\_\_

**APR 18 2008**

Date

Approved \_\_\_\_\_

*4/24/08*

*W. J. Bernier*

Mayor

Returned to City Clerk \_\_\_\_\_

**APR 25 2008**

Date

Attest \_\_\_\_\_

*[Signature]*

City Clerk



**The City of  
Chicopee**

110 Church Street  
Chicopee, MA 01020  
(413) 692-6341

**CHICOPEE POLICE DEPARTMENT**

John R. Ferraro, Jr.  
Chief of Police

April 9, 2008

Honorable Mayor Bissonnette  
Mayor's Office  
City Hall

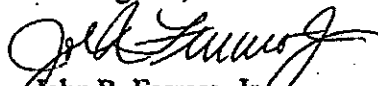
Dear Mayor Bissonnette:

I am writing this letter to request transfers from the salary budget to the expense budget. The transfers I need are as follows:

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>
12100001/519070 Incentive	\$18,000.00	12100002/585208 Dept Equip
12100001/514120 Ptl Step 3	\$35,000.00	12100002/548100 Gas & Oil, City P
12100001/514120 Ptl Step 3	\$32,000.00	12100002/530005 Education Training
12100001/514130 Ptl Step 2	\$20,000.00	12100004/621004 Purchase of Cruisers
12100001/514130 Ptl Step 2	\$42,000.00	Special Account: Building Renovations
12100001/514001 Holiday	\$10,000.00	Special Account: Building Renovations
12100001/514120 Ptl Step 3	\$ 8,000.00	Special Account: Building Renovations

The transfers to Departmental Equipment and Education Training are due to costs incurred from the hiring of fifteen (15) police officers. The transfer into the Gas and Oil, City Pumps is due to the rising gas prices; there is not enough in this account to carry us until the end of the fiscal year. These transfers can be taken from the above salary account because of the vacancies within the department.

Best regards,

  
John R. Ferraro, Jr.  
Chief of Police

JRF/vb

Cc: Sharyn Riley, City Auditor

NO.

LFMO-4

CITY CLERK'S OFFICE  
CITY OF CHICOPEE



2008 APR 11 PM 12:50

**CITY OF CHICOPEE  
MASSACHUSETTS**

**APRIL 10, 2008**

**ORDERED THAT THE SUM OF EIGHTY FIVE THOUSAND AND 00/100 DOLLARS (\$85,000.00)  
BE AND HEREBY IS APROPRIATED TO THE FOLLOWING NAMED POLICE EXPENSE  
ACCOUNTS:**

DEPARTMENTAL EQUIPMENT	12100002-585208	\$18,000.00
GAS & OIL CITY PUMP	12100002-548100	35,000.00
EDUCATION TRAINING	12100002-530005	<u>32,000.00</u>
	<b>TOTAL</b>	<b>\$85,000.00</b>

**SAID AMOUNT IS TO BE TAKEN FROM AVAILABLE FUNDS IN THE FOLLOWING NAMED  
POLICE DEPARTMENT ACCOUNTS:**

INCENTIVE	12100001-519070	\$18,000.00
PATROLMEN STEP 3	12100001-514120	67,000.00

Recommended by

*Michael A. Bernhardt*

Mayor

Introduced by Aldermen

Aldermanic Action: 4/15/08: Motion made by Aldermen Swider for passage. Passed through all stages by a unanimous roll call vote. Aldermen Moreau absent.

Presented to the Mayor for approval

**APR 18 2008**

Date

Approved

*4/24/08*

*Michael A. Bernhardt*

Mayor

Returned to City Clerk

**APR 25 2008**

Date

Attest

*[Signature]*

City Clerk



**The City of  
Chicopee**

110 Church Street  
Chicopee, MA 01020  
(413) 592-6341

**CHICOPEE POLICE DEPARTMENT**

John R. Ferraro, Jr.  
Chief of Police

April 9, 2008

Honorable Mayor Bissonnette  
Mayor's Office  
City Hall


Dear Mayor Bissonnette:

I am writing this letter to request transfers from the salary budget to the expense budget. The transfers I need are as follows:

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>
12100001/519070 Incentive	\$18,000.00	12100002/585208 Dept Equip
12100001/514120 Ptl Step 3	\$35,000.00	12100002/548100 Gas & Oil, City P
12100001/514120 Ptl Step 3	\$32,000.00	12100002/530005 Education Training
12100001/514130 Ptl Step 2	\$20,000.00	12100004/621004 Purchase of Cruisers
12100001/514130 Ptl Step 2	\$42,000.00	Special Account: Building Renovations
12100001/514001 Holiday	\$10,000.00	Special Account: Building Renovations
12100001/514120 Ptl Step 3	\$ 8,000.00	Special Account: Building Renovations

The transfers to Departmental Equipment and Education Training are due to costs incurred from the hiring of fifteen (15) police officers. The transfer into the Gas and Oil, City Pumps is due to the rising gas prices; there is not enough in this account to carry us until the end of the fiscal year. These transfers can be taken from the above salary account because of the vacancies within the department.

Best regards,

  
John R. Ferraro, Jr.  
Chief of Police

JRF/vb

Cc: Sharyn Riley, City Auditor

No. \_\_\_\_\_

LFMD-5



CLERK'S OFFICE  
CHICOPEE

APR 11 P 12:50

**CITY OF CHICOPEE  
MASSACHUSETTS**

**APRIL 10, 2008**

**ORDERED THAT THE SUM OF SEVEN THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS  
(\$7,800.00) BE AND HEREBY IS APPROPRIATED TO THE FOLLOWING NAMED ACCOUNT:**

**HUMAN RESOURCES EXPENSE ACCOUNT FOR DEPARTMENTAL EQUIPMENT  
(ACCT # 11520002-585208)**

**SAID AMOUNT IS TO BE TAKEN FROM AVAILABLE FUNDS IN THE HUMAN RESOURCES  
SPECIAL ACCOUNT FOR EMPLOYEE ASSISTANCE PROGRAM (ACCT #11520004-540090).**

Recommended by \_\_\_\_\_

Mayor

Introduced by Aldermen \_\_\_\_\_

Aldermanic Action: 4/15/08: Motion made by Aldermen Belair for passage. Passed through all stages by a unanimous roll call vote. Aldermen Moreau absent.

Presented to the Mayor for approval \_\_\_\_\_ **APR 18 2008** \_\_\_\_\_  
Date

Approved \_\_\_\_\_

Mayor

Returned to City Clerk \_\_\_\_\_

Date

Attest \_\_\_\_\_

City Clerk



Richard A. Merchant  
Director

# City of Chicopee, Massachusetts

## Human Resources Department

City Hall Annex - 274 Front Street - Chicopee, MA 01013

Tel: (413) 594-1510 Fax: (413) 594-1513

[rmerchant@chicopeema.gov](mailto:rmerchant@chicopeema.gov)

March 17, 2008

Mayor Michael Bissonnette  
City of Chicopee  
17 Springfield Street  
Chicopee, MA 01013

RE: Human Resource Department Expense Account

Dear Mayor Bissonnette,

This department formally requests that the amount of seven thousand, eight hundred dollars, be transferred from the Employee Assistance Program account 11520004-540090 to the Office Supply account ~~11520002-542100~~. It will enable this department to purchase 12 legal size fire proof file cabinets.

This purchase will enable us to secure and protect irreplaceable employee files. This one-time offer from W.B. Mason cannot be ignored.

Thank you in advance for your consideration in this matter.

Sincerely,

Richard A. Merchant  
Director

not on MO - 4108?

cc: Audit

RECEIVED  
2008 MAR -1 P 11:03  
CITY AUDITOR  
CITY OF CHICOPEE

DEPT. EDVIP.  
11520002 -  
585208  
HR

NO. \_\_\_\_\_

LFMO-6



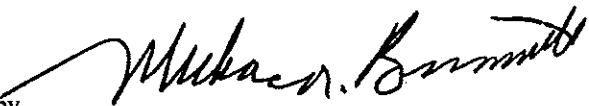
CITY CLERK'S OFFICE  
CITY OF CHICOPEE  
2008 APR 11 11:12 AM  
**CITY OF CHICOPEE  
MASSACHUSETTS**

**APRIL 10, 2008**

**ORDERED THAT THE SUM OF FIFTEEN THOUSAND AND 00/100 DOLLARS (\$15,000.00)  
BE AND HEREBY IS APPROPRIATED TO THE FOLLOWING NAMED ACCOUNT:**

**FLOOD CONTROL EXPENSE ACCOUNT FOR FUEL OIL  
(ACCT #14440002-521103)**

**SAID AMOUNT IS TO BE TAKEN FROM AVAILABLE FUNDS IN THE UNDESIGNATED  
FUND BALANCE "FREE CASH" ACCOUNT.**

Recommended by  Mayor

Introduced by Aldermen

Aldermanic Action: 4/15/08: Motion made by Aldermen Demers for passage. Passed through all stages by a unanimous roll call vote. Aldermen Moreau absent.

Presented to the Mayor for approval APR 18 2008 Date

Approved 4/24/08

APR 25 2008

Returned to City Clerk

Date

Attest 

City Clerk





# CITY OF CHICOPEE

## DEPARTMENT OF PUBLIC WORKS



Stanley W. Kulig, P.E.  
Superintendent

Thomas Hamel  
Chief Operator

April 3, 2008

Mayor Michael Bissonnette  
Chicopee City Hall  
17 Springfield Street  
Chicopee, MA. 01013

Re: Flood Control Fuel Oil

Dear Mayor Bissonnette:

Heavy rains and high river elevations have required numerous hours of pumping. Considerable amounts of fuel oil are used for the diesel pumps. FY 08 fuel oil usage and high costs of the fuel have exceeded the budgetary allocation. In order to fill all tanks and be prepared for additional pumping, additional funds are needed to finish the fiscal year.

I am respectfully requesting an appropriation of \$15,000 to the Flood Control Line Item for Fuel Oil #14440002-521103

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Hamel", written over a horizontal line.

Thomas Hamel  
Chief Operator

Copy: Sharyn Riley, Auditor  
Stanley Kulig, DPW Superintendent

S:\DATA\WORD97\OFFICE97\LETTERS\City Departments\Mayor 08 FC Fuel.DOC

### Water Pollution Control

80 MEDINA STREET • CHICOPEE, MA 01013-1041 • TEL. (413) 594-3585 FAX # (413) 594-3588

NO. \_\_\_\_\_

LF-M07



# CITY OF CHICOPEE

CITY CLERK'S OFFICE  
CITY OF CHICOPEE  
MASSACHUSETTS

2008 APR 11 P 12: 50  
APRIL 10, 2008

ORDERED THAT THE SUM OF FIFTEEN THOUSAND EIGHT HUNDRED TWENTY AND 00/100 DOLLARS (\$15,820.00) BE AND HEREBY IS APPROPRIATED TO THE FOLLOWING NAMED ACCOUNT:

D.P.W. PARKS SPECIAL ACCOUNT FOR PARKS IMPROVEMENTS  
(ACCT # 14330004-585003)

SAID AMOUNT IS TO BE TAKEN FROM AVAILABLE FUNDS IN THE UNDESIGNATED FUND BALANCE "FREE CASH" ACCOUNT.

Recommended by Michael J. Brummitt Mayor

Introduced by Aldermen \_\_\_\_\_

Aldermanic Action: 4/15/08: Motion made by Aldermen Tillotson for passage. Passed through all stages by a unanimous roll call vote. Aldermen Moreau absent.

Presented to the Mayor for approval APR 18 2008  
Date

Approved 4/24/08

Michael J. Brummitt Mayor

Returned to City Clerk APR 25 2008  
Date

Attest [Signature] City Clerk



STANLEY J. WALCZAK, C.P.R.P.  
Superintendent

# CITY OF CHICOPEE

## PARKS AND RECREATION DEPARTMENT



RICHARD G. MACIOLEK  
Assistant Superintendent

April 9, 2008

Mayor Michael D. Bissonnette  
Executive Office  
City Hall  
Chicopee, MA

Re: Appropriation for Special Park Improvements

RECEIVED  
2008 MAY -9 P 1:33  
CITY AUDITOR  
CITY OF CHICOPEE

Dear Mayor Bissonnette:

The Chicopee Parks and Recreation Department is respectfully requesting an appropriation in the amount of **\$15,820. to the D.P.W. Parks Special Account for Park Improvements (1433004-585003)**. The monies are needed for some special park projects which require necessary maintenance or replacement needs.

The projects to be addressed are as follows:

**Szot Park Stadium Lighting:**

1. Musco Lighting services the Szot Park stadium lighting. We have at least 17 (1500 w z-lamps) that need to be replaced. Additionally, the company will clean the glass lenses, takes light level readings and reaim fixtures as needed. The work includes replacement lamps, labor, lift, freight and lamp disposal. As you are aware, the Szot Park lighting system enables several teams such as Chicopee High and Chicopee Comp football, soccer, baseball and softball teams to play night games as well as the Legion teams, Tri-County baseball, adult softball and 4<sup>th</sup> of July events. We also must ensure that the Szot Stadium lights are in excellent condition for the Mass. State Legion Tournament, August 5-9, 2008.

**2. Litwin / Williams Park Bubblers:**

At a recent meeting in Ward 6, Youth organization representatives requested city assistance in providing water bubblers at Litwin and Williams Parks. Several teams utilize these parks for games and Williams Park is staffed during the summer for daily activities. These water resources will provide the necessary hydration for participants during the summer.

**3. Nash Wading Pool Repair:**

The Nash Park wading pool in Willimansett has experienced a high level of water loss this past year as water expense records indicate. We plan to have a company grind out debris from existing cracks and expansion joints and apply the necessary caulking materials to seal the leakage areas. The pool was built in the late 60's and without this corrective maintenance, this pool could be closed this summer.

**4. Ike Alpert Soccer Kickboard:**

Ike Alpert Park is a primary area for soccer play from spring through the fall season. This past fall, we removed the existing soccer kickboard due to deterioration of the structure. D.P.W. Park Maintenance employees will build a new kickboard with the necessary lumber and hardware supplies. This park is used by the Chicopee High boys soccer teams, Pioneer Valley soccer groups and our Parks & Recreation Summer Soccer Camp. The kickboard serves as a valuable training tool for the players.

In closing, we thank you for your past support as we continue to address and rectify various park concerns.

Sincerely,

  
Stanley J. Walczak, CPRP  
Superintendent

CC: Ms. Sharyn Riley, City Auditor  
Mr. William Zaskey, President, B.O.A.  
Mr. Stanley Kulig, D.P.W. Supt.

NO. \_\_\_\_\_

LFMO-8



CITY CLERK'S OFFICE  
CITY OF CHICOPEE  
MASSACHUSETTS  
2008 APR 11 P 12:50

APRIL 10, 2008

ORDERED THAT THE SUM OF TWENTY SEVEN THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$27,500.00) BE AND HEREBY IS APPROPRIATED TO THE FOLLOWING NAMED WATER EXPENSE ACCOUNTS:

GAS & OIL CITY PUMP	ACCT # 63004502-548100	\$20,000.00
ASPHALT, TAR, & CEMENT	ACCT # 63004502-553030	<u>7,500.00</u>
	TOTAL	\$27,500.00

SAID AMOUNT IS TO BE TAKEN FROM AVAILABLE FUNDS IN THE WATER SURPLUS ACCOUNT.

Recommended by Michael A. Brumad Mayor

Introduced by Aldermen

Aldermanic Action: 4/15/08: Motion made by Aldermen Zygarowski for passage. Passed through all stages by a unanimous roll call vote. Aldermen Moreau absent.

Presented to the Mayor for approval

APR 18 2008

Date

Approved

4/24/08

Michael A. Brumad

Mayor

Returned to City Clerk

APR 25 2008

Date

Attest

Edmund

City Clerk



**CITY OF CHICOPEE  
WATER DEPARTMENT**

27 Tremont Street - Chicopee, MA. 01013  
413 / 594-3420 • Fax 413 / 594-3461

April 9, 2008

**Allen J. Ryczek**  
WATER SUPERINTENDENT

Mayor Michael D. Bissonnette  
City of Chicopee  
City Hall, Market Square  
Chicopee, MA 01013

**RE: Transfer of Funds from Water Department  
Unreserved Retained Earnings for Gas & Oil/City Pumps &  
Asphalt/Tar/Cement**

Dear Mayor Bissonnette:

The Board of Water Commissioners at their meeting of April 9, 2008, voted to request the following transfer of funds from the unreserved retained earnings account:


<b>Amount:</b>	<b>\$20,000.00</b>	<b>To:</b>	<b>Account # 63004502-548100 Gas &amp; Oil/City Pumps</b>
<b>Amount:</b>	<b>\$7,500.00</b>	<b>To:</b>	<b>Account # 63005402-553030 Asphalt/Tar/Cement</b>

Due to the ever increasing costs of motor fuel (Gasoline and Diesel) and Asphalt (a petroleum bases product), both line items have been exhausted and need to be replenished to satisfy the remainder of the FY 2008 year.

If you have any questions or concerns, please contact me at your earliest convenience.

Trusting you will honor our request, we remain

Sincerely,  
BOARD OF WATER COMMISSIONERS

  
Allen J. Ryczek  
Water Superintendent

Cc: Ms. Sharyn Riley, City Auditor  
Board of Water Commissioners

RECEIVED  
2008 MAY -9 P 1:33  
CITY AUDITOR  
CITY OF CHICOPEE

**WATER - A PRECIOUS RESOURCE - CONSERVE IT PLEASE!**

NO. \_\_\_\_\_

LFMO-9



CLERK'S OFFICE  
CITY OF CHICOPEE

**CITY OF CHICOPEE  
MASSACHUSETTS**

APR 11 P 12:50

**APRIL 10, 2008**

**ORDERED THAT THE SUM OF FOUR HUNDRED THIRTY FOUR THOUSAND FIVE HUNDRED SIXTY EIGHT AND 00/100 DOLLARS (\$434,568.00) BE AND HEREBY IS APROPRIATED TO THE FOLLOWING NAMED ACCOUNT:**

**WATER SPECIAL ACCOUNT FOR FRONT STREET WATER MAIN PROJECT  
(ACCT # 63004504-645016)**

**SAID AMOUNT IS TO BE TAKEN FROM AVAILABLE FUNDS IN THE FOLLOWING NAMED  
WATER DEPARTMENT ACCOUNTS:**

<b>12" WATERMAIN CHICOPEE STREET</b>	<b>(ACCT # 63004504-645003)</b>	<b>\$ 3,508.11</b>
<b>WATER MAINS PROSPEC STREET</b>	<b>(ACCT # 63004504-645011)</b>	<b>11,062.85</b>
<b>GRATTAN ST WATER MAIN REPLACE.</b>	<b>(ACCT # 63004504-645034)</b>	<b>123,279.46</b>
<b>WATER SURPLUS</b>		<b><u>296,717.58</u></b>
	<b>TOTAL</b>	<b>\$434,568.00</b>

Recommended by \_\_\_\_\_

Mayor

Introduced by Aldermen \_\_\_\_\_

**Aldermanic Action: 4/15/08: Motion made by Aldermen McLellan for passage. Passed through all stages by a unanimous roll call vote. Aldermen Moreau absent.**

**APR 18 2008**

Presented to the Mayor for approval \_\_\_\_\_

Date

Approved \_\_\_\_\_

4/24/08

Mayor

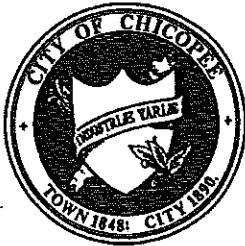
Returned to City Clerk \_\_\_\_\_

Date

**APR 25 2008**

Attest \_\_\_\_\_

City Clerk



**CITY OF CHICOPEE  
WATER DEPARTMENT**

27 Tremont Street - Chicopee, MA. 01013  
413 / 594-3420 • Fax 413 / 594-3461

**Allen J. Ryczek**  
WATER SUPERINTENDENT

April 9, 2008

Mayor Michael D. Bissonnette  
City of Chicopee  
City Hall, Market Square  
Chicopee, MA 01013

**RE: Transfer of Funds from Water Department  
Water Special Accounts to Front Street  
Water Main Project**

Dear Mayor Bissonnette:

The Board of Water Commissioners at their meeting of April 9, 2008, voted to request a transfer of funds from the following named Water Special Accounts and Unreserved Retained Earnings to the Front Street Water Main Project as follows:

<u>Account #</u>	<u>Account Name:</u>	<u>Amounts:</u>
<b>From:</b> 63004504-645003	12" Water Main Chicopee Street	\$ 3,508.11
63004504-645011	Water Mains Prospect Street	\$ 11,062.85
63004504-645034	Grattan St Water Main Replacement	\$123,279.46
	<b>Unreserved Retained Earnings</b>	<b><u>\$296,717.58</u></b>
<b>To:</b> 63004504-645016	Front Street Water Main Project	<b>\$434,568.00</b>

As you are aware, Front Street design is 100% complete with the anticipated bid in Spring 2008. The funds will be allocated for construction/rehabilitation of water mains located in the Front Street Reconstruction Project.

Trusting you will honor our request, we remain

Sincerely,  
BOARD OF WATER COMMISSIONERS

  
Allen J. Ryczek  
Water Superintendent

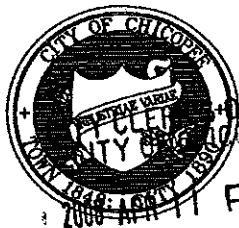
Cc: Ms. Sharyn Riley, City Auditor  
Board of Water Commissioners

**WATER - A PRECIOUS RESOURCE - CONSERVE IT PLEASE!**



No. \_\_\_\_\_

LFMO-10



**CITY OF CHICOPEE  
MASSACHUSETTS**

**APRIL 10, 2008**

**ORDERED THAT THE SUM OF SEVEN THOUSAND NINE HUNDRED TWENTY TWO AND 16/100 DOLLARS (\$7,922.16) BE AND HEREBY IS APPROPRIATED TO THE FOLLOWING NAMED ACCOUNT:**

**INDEMNIFICATIONS OF POLICE & FIRE  
(ACCT # 19990004-574005)**

**SAID AMOUNT IS TO BE TAKEN FROM AVAILABLE FUNDS IN THE UNDESIGNATED FUND BALANCE "FREE CASH" ACCOUNT.**

Recommended by \_\_\_\_\_

Mayor

Introduced by Aldermen \_\_\_\_\_

Aldermanic Action: 4/15/08: Motion made by Aldermen Vieau for passage. Passed through all stages by a unanimous roll call vote. Aldermen Moreau absent.

Presented to the Mayor for approval **APR 18 2008**

Date

Approved 4/24/08

Mayor

Returned to City Clerk

**APR 25 2008**

Date

Attest \_\_\_\_\_

City Clerk

3/24/08

**CHICOPEE POLICE DEPARTMENT**

**Batch 35**

EMPLOYEE	PROVIDER TO BE PAID	CHARGE	ALLOWED RATE	DOS	DATE OF INJURY	QOW/RTW
Dakin, Lonny	New England Orthopedic Surgeons	\$ 106.00	\$ 74.20	3/3/2008	12/6/2006	RTW 12/6/06
Fisher, Alan	New England Orthopedic Surgeons	\$ 466.00	\$ 326.20	2/20/2008	3/29/2006	RTW 7/24/06
Landry, Roy	Lawrence H Field, MD	\$ 90.00	\$ 55.97	1/24/2008	10/10/2007	RTW 10/10/07
LePage, Brian	Holyoke Medical Center	\$ 231.87	\$ 149.52	1/7/2008	1/7/2008	RTW 1/10/08
	Paper City Emerg Physicians	\$ 288.00	\$ 62.83	1/7/2008		
Major, Patrick	Radiology & Imaging	\$ 173.00	\$ 16.51	9/17/2007	6/13/2006	RTW
Romano, Ryan	Pavillion Hand Surgeons Inc.	\$ 165.00	\$ 132.00	2/12/2008	12/31/2007	RTW 1/29/08
	Baystate Med Educ & Res Fnd	\$ 151.00	\$ 62.83	12/31/2007		
Truong, Nhac	Emergency Medicine Solutions	\$ 135.00	\$ 62.83	1/23/2008	1/23/2008	RTW 1/26/08
TOTAL		\$ 1,805.87	\$ 942.89			

942.89  
Pauze

6,979.27  
FIXE

\$ 7922.16 GRAND TOTAL

3/24/08

Batch 35

## CHICOPEE FIRE DEPARTMENT

EMPLOYEE	PROVIDER TO BE PAID	CHARGE	ALLOWED RATE	DOS	DATE OF INJURY	OOW/RTW
Croteau, Jason	Providence Diagnostic Imaging	\$ 200.00	\$ 61.56	2/15/2008	4/9/2006	OOW
	Mercy Hospital	\$ 1,012.00	\$ 320.83	2/15/2008		
	Third Party Solutions	\$ 225.78	\$ 225.78	1/3/08-2/6/08		
	Start dba Novacare Rehab	\$ 1,890.00	\$ 967.80	1/7/08-2/20/08		
Gelinas, Michael	Western Mass Physicians	\$ 82.00	\$ 55.97	2/21/2008	1/4/2008	RTW 2/21/08
	Holyoke Radiologists	\$ 265.00	\$ 78.87	2/7/2008		
	Holyoke Medical Center	\$ 1,966.00	\$ 686.97	1/14/08-2/7/08		
	Start dba Novacare Rehab	\$ 1,388.00	\$ 745.48	2/1/08-2/19/08		
Laurin, Richard	NIE Neurosurgical Assoc	\$ 95.00	\$ 55.97	12/12/2007	11/11/2006	OOW
Lemelin, Richard	Holyoke Medical Center	\$ 5,252.70	\$ 2,117.85	1/21/2008	1/21/2008	RTW 3/2/08
Lusty, Stephen	Occupational Health Centers	\$ 251.31	\$ 251.31	1/3/08-1/9/08	1/1/2008	RTW
	Managed Prescription Program	\$ 23.04	\$ 23.04	1/3/2008		
Matte, Paul	Paul Matte	\$ 27.62	\$ 27.62	2/4/2008	8/18/1994	Retired
Mendrala, Robert	Medical Services	\$ 29.77	\$ 29.77	2/10/2008	10/1/2000	Retired
Olbyrch, Glen	Performance Rehabilitation	\$ 321.00	\$ 147.24	2/20/08-2/27/08	8/16/2007	OOW
Parker, Michael	Barry Federman, RNCS	\$ 100.00	\$ 57.99	2/13/2008	5/13/1987	Retired
	Medical Services	\$ 6.42	\$ 6.42	2/28/2008		
Pepin, David	Start dba Novacare Rehab	\$ 882.00	\$ 475.02	1/9/08-2/20/08	4/9/2007	OOW
Spano, Anthony	Occupational Health Centers	\$ 469.90	\$ 469.90	12/24/07-12/31/07	12/17/2007	RTW
	Managed Prescription Program	\$ 99.68	\$ 99.68	12/18/2007		
Taylor, Todd	New England Orthopedic Surgeon	\$ 106.00	\$ 74.20	1/30/2008	9/12/2007	RTW 2/20/08
TOTAL		\$ 14,693.22	\$ 6,979.27			

NO. \_\_\_\_\_

LFMO-11



# CITY OF CHICOPEE

CITY CLERK'S OFFICE  
CITY OF CHICOPEE

2008 APR 11 P 12:50  
APRIL 10, 2008

ORDERED THAT THE BOARD OF ALDERMEN ACCEPT THE DONATION FROM MARY KUSTRA TO THE CHICOPEE FIRE DEPARTMENT IN THE AMOUNT OF TEN AND 00/100 DOLLARS (\$10.00) IN ACCORDANCE WITH M.G.L. CHAPTER 44 SECTION 53A.

Recommended by  Mayor

Introduced by Aldermen

Aldermanic Action: 4/15/08: Motion made by Aldermen Brunetti that the donation be accepted into the Fire Dept. Acct. Motion passed by a unanimous roll call vote. Aldermen Moreau absent.

Presented to the Mayor for approval APR 18 2008  
Date

Approved 4/24/08

Date

 Mayor

Returned to City Clerk APR 25 2008  
Date

Attest  City Clerk



**City of Chicopee**  
**FIRE DEPARTMENT HEADQUARTERS**  
80 Church Street • Chicopee, MA 01020-1815



Tel.: (413) 594-1630  
Fax: (413) 594-1645

**Stephen S. Burkott**  
Chief of the Department

March 27, 2008

Mayor Michael D. Bissonnette  
City of Chicopee Executive Office  
17 Springfield Street  
Chicopee, MA 01013

Dear Mayor Bissonnette:

This department received a donation check in the amount of \$10.00 from Ms. Mary Kustra for in appreciation of quality emergency medical services on March 12, 2008. A copy of her thank you card and message is attached for your perusal.

As we are always in need of supplies and equipment to keep this department running at optimum efficiency, we respectfully request your approval in accepting this gift. In following protocol, we will deposit the funds promptly. It will be deposited into our "Fire Department Donations" account.

Should you have any questions, please contact me at your earliest convenience. Thank you.

Sincerely,

Stephen S. Burkott  
Chief of the Department

att: (1)

RECEIVED  
2008 MAR -1 P 10 37  
CITY OF CHICOPEE  
AUDITOR

*Fire Prevention pays the highest dividends ~ the saving of life and property*